

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Buffet Bus Person

POSITION NUMBER: TGO-169-06

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent preferred.

*If applicant does not meet education requirement, employer will allow 6 months from date of hire to obtain this job requirement, as a condition of employment.

SKILLS:

- ☐ Must have good grooming habits and manners.
☐ Must have good communication skills.
☐ Must be able to follow specific instructions.

EXPERIENCE:

- ☐ Minimum of six (6) months experience working with the public utilizing customer relation skills.
☐ Minimum of three (3) months experience working in food service.

OTHER REQUIREMENTS:

- ☐ Must be 18 years of age or older. (**Attach documentation with application**)
☐ Must have valid Food Handlers card or the ability to obtain and hold within 60 days from date of hire. (**Attach copy with application, if applicable**)
☐ Must be able to pass an agility exam to determine if physically capable to perform the essential functions of the job.
☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
☐ Must attend mandatory guest service training.
☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
☐ Must be able to obtain a Class II certification, and be licensed, with the Tulalip Tribal Gaming Agency.
☐ Must be able to work any shift assigned including days, swing, grave, weekends, and /or holidays.
☐ Must have successful employment history with the Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Must be able to stand and/or walk for prolonged periods of time.
☐ Strength to loft objects weighing 40 lbs. on an frequent basis.
☐ Must have tolerance to work in a smoke-filled environment.
☐ Manual and finger dexterity for clearing and setting tables.
☐ Tolerance to be exposed to cleaning solvents and detergents.

Casino Department: Food & Beverage

Employee Classification: Non-exempt

Job Summary: Clears and resets tables in a friendly and efficient manner. Helps to ensure quality customer service and satisfaction. Follows proper sequence of service.

Employee Reports To: Buffet Lead FOH or designee

Extent of Job Authority: Works with Supervisor, Host person, and the Dining Room Consultant, ensuring proper dining room procedures and standards are followed. Helps to ensure quality customer service and satisfaction.

Specific Duties Performed:

1. Pre-busses, clears, and resets buffet tables ensuring all chairs, floors, and work areas are clean and presentable at all times.
2. Refills water glasses, coffee, ice tea, and bread as needed or requested.
3. Assists team members as needed to promote positive teamwork.

4. Greets guests in a professional and friendly manner.
5. Assist with maintaining a clean and presentable work and customer friendly environment.
6. Performs all side work duties as assigned or requested by Supervisor.
7. Understands and executes the proper Sequence of Service.
8. Studies and learns menu items and preparations.
9. Performs the position of food runner as needed.
10. Knows all health and safety practices and procedures, including HAACP standards.
11. Performs all other job-related duties as needed or assigned by Lead/Supervisor.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Rate: \$8.58 per hour.

Opening Date: May 31, 2006

Closing Date: Until filled

**Please return your completed application and required documents to the Tulalip Casino
Receptionist by the closing date and time.**